



Awards and Recognition

“Appropriate incentives and recognition should be provided for excellence in performance.” 5 USC 2301(b)(3)

Awards and Recognition

Employees should be promptly and appropriately recognized when assigned duties are performed in a superior manner, or when employees submit suggestions which are beyond normal job requirements and which directly improve efficiency, economy, and/or effective execution of Government operations.

Awards are designed to:

- Encourage employees to continue to develop skills and talents that EXCEED normal job performance
- Develop positive relations
- Develop a highly motivated workforce
- Stimulate employee participation in improving effectiveness, efficiency, and economy

Awards and Recognition

The goal of Center Management is to properly recognize employees for their contributions. The Center Director, delegated to the Directors Of, can approve award amounts up to \$7,500. Awards in excess of \$7,500 up to \$10,000 must be approved by the Administrator, and those in excess of \$10,000 must be approved by OPM.

Awards and Recognition

Management Responsibilities:

- Management should give priority to the integrity and effectiveness of the awards program administration
- Ensure that all individuals or groups of employees are promptly considered for recognition when criteria for awards programs are met
- Award nominations **MUST** be properly documented in the justification or attached documents
- Award amounts must be within Agency limits or guidelines
- Award amounts **SHOULD** be based on the impact of the contribution not on budget amounts
- Award nominations should be submitted on the appropriate form, routed through the required channel, and forwarded to OHR.

Awards and Recognition

Agency Award Programs

- Special NASA Awards
 - NASA Honor Awards (the most prestigious awards granted by NASA)
 - NASA Financial Management Award
 - Procurement Award Program
 - External Awards, etc.

are based on an annual call for submission to HQ or some external organization for review and approval. Nominations can be submitted by a supervisor, customer, or peer.

Awards and Recognition

Agency Award Programs (continued)

- Performance Award (PA)
- Quality Step Increase (QSI)
- Superior Accomplishment Award (SAA)
- Suggestion Award
- Career Service (CSA)
- Time Off Award

Awards and Recognition

Performance Award (PA)

- Who May Receive: Individual employees, except those in the SES
- Nature of Contribution: High-level performance of duties and responsibilities of the employee's assigned position, as evidenced by the current rating of record

Awards and Recognition

Performance Award (continued)

- Requirements that Must be Met:
 - Employee was in a GS or FWS position on the last day of the current performance appraisal period
 - Employee's performance has been rated at a level equivalent to "Meets Expectations" or better for the current appraisal period
- Lump Sum Cash Award: Based on impact charted in "Requirements for Performance Awards."

Awards and Recognition

Quality Step Increase (QSI)

- Who May Receive: Individual employees paid under the GS
- Nature of Contribution: Sustained performance of high quality significantly above that expected at the “Meets Expectations” level in employee’s position.

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Quality Step Increase (continued)

- Requirements that Must be Met:
 - Recommendation must be supported by a current rating of record of “Meets Expectations,” with written justification demonstrating sustained high performance.
 - Employee has not received a quality increase during the past 52 weeks.
 - Employee is not at the top rate for the grade on the pay schedule.
- Lump Sum Cash Award: An additional within-grade increase, approximately 3-percent of base salary, and a permanent increase in the employee’s rate of basic pay.

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Superior Accomplishment Award (SAA)

- Who May Receive: An individual or group, a former employee, or the estate of a deceased employee, provided the special act or service took place while the person was a Government employee.
- Nature of Contribution: Performance that has exceeded job requirements as a one-time occurrence.

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Superior Accomplishment Award (continued)

- Requirements that Must be Met:
 - Written justification other than employee's rating of record.
 - Approval at a managerial level higher than individual who recommended award (including time-off awards exceeding 1 workday).
- Description: Award amount is based on the Scale of Tangible or Intangible Benefits

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Suggestion Award

- Who May Receive: An individual or a group, a former employee, or the estate of a deceased employee, provided the contribution was made while the person was a Government employee.
- Nature of Contribution: An adopted suggestion, whether adopted as submitted or in part, that directly contributes to economy or efficiency or directly increases effectiveness of Government operations.

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Suggestion Award (continued)

- Requirements that Must be Met:
 - The suggestion is outside the suggester's job responsibilities or, if within them, so superior that it warrants special recognition; or
 - Has been submitted in writing either before adoption or within a specified time thereafter.
- Description: Award amount is based on the Scale of Tangible or Intangible Benefits

Awards and Recognition

Career Service Award

- Who May Receive: NASA recognition for Federal career service is presented to all Civil Service employees.
- Nature of Contribution: A service emblem is awarded upon completion of 5 years of service. Certificates of service and appropriate emblems are presented for each 5-year interval thereafter. Employees with 40 years or more of service are eligible to receive service emblems and certificates from the Administrator.
- Requirements that Must be Met:
 - Eligibility for service emblems and certificates is based on total years of Federal service, including all honorable military service.

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Time Off Award

- Who May Receive: Any NASA Civil Service employee.
- Nature of Contribution: Excellence in meeting or exceeding the customer's needs, as follows:
 - Making a high-quality contribution involving a difficult or important project or assignment.
 - Displaying special initiative, risk-taking, or skill in completing an assignment or project before the deadline, and/or under budget.
 - Using initiative and creativity in making improvements in a product, process, program, or service.

Awards and Recognition

Time Off Award (continued)

- Requirements that Must be Met:
 - Should be presented as soon as possible after the completion of the act or service.
 - Nomination is initiated by a peer, customer, or supervisor.
 - Supervisor must concur with nomination.
 - Cannot be converted to cash at any time
- Description: One to 40 hours not charged to leave or loss of pay and a certificate.

Awards and Recognition

Glenn Research Center Specific Awards

- Distinguished Publication Award
- Abe Silverstein Medal
- Steven V. Szabo Engineering Excellence Award
- Secretarial/Clerical Award
- Thank Q Card
- Craftsmanship Award

Awards and Recognition

Distinguished Publication Award

- Who May Receive: Any Glenn Research Center employee or group of employees
- Nature of Contribution: Outstanding scientific or engineering paper based on the quality and innovativeness of the work, the potential impact on its field, and the excellence of presentation, clarity, organization, and conciseness.

Awards and Recognition

Distinguished Publication Award (continued)

- Requirements that Must be Met:
 - The paper must bear a publication or presentation date between July 1 of the preceding year and June 30 of the year in which the award is made.
 - The paper must be in open literature and readily available
 - The work must have been performed primarily at Glenn (as judged by the Chief Scientist) and at least one author must have been a full-time Glenn employee at the time the work was performed.

Awards and Recognition

Distinguished Publication Award (continued)

- Requirements that Must be Met: (continued)
 - Nomination submitted, in response to an annual call, by an author, coworker, supervisor, etc.
- Description: The award consists of \$2,500 and a framed certificate. In the event the paper is coauthored, each author shares equally in the cash award. Award is presented at the annual Honor Awards Ceremony.

Awards and Recognition

Abe Silverstein Award

- Who May Receive: Any Glenn employee
- Nature of Contribution: Awarded for outstanding research contributions which have led to widely recognized practical applications. This award was established to commemorate the long and fruitful career of Dr. Abe Silverstein, former Director of the NASA Glenn Research Center , 1961-1969.

Awards and Recognition

Abe Silverstein Award (continued)

- Requirements That Must be Met:
 - The award is focused on the benefits and practical applications arising from research. The work must have been performed by a Federal employee who has assigned duties at Glenn.
 - The nominee must have been a Glenn employee at the time the work was performed.
 - The research application should be documented by appropriate evidence. Such evidence should include publications or patents describing the research and specific references to the practical applications of the research.
 - Nomination is submitted in response to an annual call and reviewed by the Human Resources Panel.

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Abe Silverstein Award (continued)

- Description: The award consists of a gold medal with Dr. Silverstein's image displayed on a wooden stand, with the recipient's name and date engraved on a metal plate. The Medal is accompanied by a certificate stating the basis for the award. A permanent wooden plaque containing the medal and individual metal plates for each year's award recipients is displayed in the Administration Building Foyer. The award is presented at the annual Honor Awards Ceremony.

Awards and Recognition

Steven V. Szabo Award

- **Who May Receive:** If an individual is nominated, that individual must be a Glenn Federal employee. If a small group is nominated, at least half of the individuals must be Federal employees.
- **Nature of Contribution:** Recognized excellence in engineering which contributes to the mission of the Glenn Research Center. The award was established to honor the memory of Steven V. Szabo, Jr., Director of Engineering at NASA Lewis Research Center, 1986 - 1993.

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Steven V. Szabo Award (continued)

- Requirements That Must be Met:
 - The nominee must have made a significant contribution/achievement during the past 3 years, resulting in the engineering of a system, process, software application, engineering process, or item of equipment requiring a high degree of initiative and imagination. The contribution must have resulted in an engineering application that significantly helped to solve an important or difficult problem.

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Steven V. Szabo Award (continued)

- Requirements That Must be Met: (continued)
 - In addition to the nomination, one letter of recommendation is required from a customer of the nominee. The letter should state, in specific terms, the benefits of the engineering accomplishment and the contributions of the nominee
 - The award is submitted in response to an annual call, and reviewed by the Human Resources Panel.
- Description: The award consists of an individual plaque, that is presented at the annual Honor Awards Ceremony. Also, a permanent plaque with individual metal plates for each year's award recipients is on display in the Administration Building.

Awards and Recognition

Secretarial/Clerical Award

- Who May Receive: Any Glenn secretary or clerical personnel, current or former employee in the NASA classification series 500, with a minimum 1 year of NASA service. Recipients from the previous year are not eligible.
- Criteria:
 - Maintains excellent secretarial/clerical skills while managing the workflow of the office
 - Takes initiative to broaden skills and knowledge of software and computers to accomplish necessary tasks
 - Maintains good judgment, reliability, and confidentiality
 - Willing to accept responsibility for assignments above and beyond the regular secretarial duties
 - Ability to establish and maintain good working relationships with coworkers and supervisors

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Secretarial/Clerical Award (continued)

- Criteria: (continued)
 - Nominations are submitted in response to an annual call, submitted by any Glenn employee. (Self nominations are not permitted.) Nominations are reviewed by a selection committee, scored and selected. The award is presented at an annual ceremony during National Secretaries Week.
 - Description: A cash award of \$800 and Certificate of Achievement.

Awards and Recognition

Thank Q Card

- Who May Receive: Any Glenn civil service or support service contract employee
- Description: The Thank Q Card is designed for informal, peer to peer, immediate recognition. It is used to recognize customer service, goal attainment, timeliness, etc. when services meet or exceed the expectations of internal and external customers. It provides day-to-day recognition as a means to express appreciation, opportunity to increase productivity, improve morale, and customer service. This award provides an opportunity for employees to give input to their supervisors during the performance evaluation process.

Awards and Recognition

Craftsmanship Award

- **Who May Receive:** This is the most prestigious award given to skilled technicians at the Glenn Research Center.
- **Criteria:** The nominee must have made a current, specific contribution, achieved during the past year, resulting in the fabrication of a system or component that required a high degree of skill and imagination. The contribution must have resulted in hardware and must have required above average intellectual and manual skills to accomplish. Individuals and teams of fewer than four can self nominate, or be nominated by their peers, customers, or supervisors. If a team is nominated, the nomination form must state the percent of participation by the individuals on the team.

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Craftsmanship Award (continued)

- Judging: Judging will be done by the Human Resources Panel, which can be augmented with additional members that have knowledge and understanding of the trades at the Glenn Research Center.
- Description: One award can be awarded annually in each of the following categories: 1) Manufacturing, and 2) Assembly and Buildup. The Award consists of a gold medal and a certificate stating the basis for the award. A permanent wooden plaque with the names of each year's award recipients is displayed in the Administration Building Foyer and a trophy is available for a year to display in a location close to the winner(s) Branch or workplace. The award is presented at the annual Honor Awards Ceremony.